



CITY OF TUSTIN

EMPLOYMENT OPPORTUNITY

POLICE OFFICER LATERAL/ACADEMY GRADUATE #07-01

**\$5,206- \$6,357 PER MONTH
CONTINUOUS RECRUITMENT**

Generous benefits package including 3% @ 50 PERS Retirement

A completed application and a copy of your P.O.S.T certificate or proof of enrollment in a Police Academy must be submitted to Human Resources with your application.

THE POSITION: This recruitment is being conducted to fill current positions and to establish an eligibility list which may be used to fill additional vacancies occurring over the next year in the Police Department. Under general supervision, performs law enforcement and crime prevention work in the protection of life and property. Patrols assigned areas in a radio equipped patrol vehicle or on foot; answers calls for assistance from the public; makes arrests and issues citations for violations of laws or ordinances; investigates misdemeanors and felonies; secures and preserves crime scenes and evidence for further investigation; investigates traffic accidents; conducts interviews with victims, witnesses and suspects; testifies in court, often during off-duty hours; provides information to the general public; escorts and transports prisoners; prepares comprehensive reports; safeguards life and property; renders first aid to the injured in emergency situations and other related duties as assigned. Applicants must be available to work day, evening and late night/early morning shifts, weekends and holidays.

MINIMUM QUALIFICATIONS:

- **Age:** 21 years at time of appointment.
- **License/Certificates:** Possession of, or ability to obtain, a valid Class C California Driver's License and a satisfactory driving record.
- **Experience/Education:** High school graduation or equivalent required. **Candidates MUST have successfully completed an approved California Basic Police Academy within the last three years or be currently attending a Police Academy to obtain a P.O.S.T. Basic Certificate, or hold a valid Post Certificate (certificate or proof of enrollment must be submitted with the application). College education is highly desirable.**
- **Skill in:** Writing using correct English sentence structure and grammar as well as legible handwriting. Driving a vehicle safely under varied and sometimes difficult conditions.
- **Citizenship:** U.S. Citizenship at time of appointment or must have applied for U.S. Citizenship at least one year prior to application date.
- **Background/Character:** Free from conviction of a felony or serious misdemeanor. Demonstrates maturity, good judgment and ethical behavior, willing to perform non-traditional and innovative duties to improve the community, police relations and moral standards compatible with law enforcement.

PHYSICAL REQUIREMENTS: Excellent physical condition and emotional stability. Weight in proportion to height; normal hearing; vision 20/100 correctable to 20/20, normal color vision; physically capable of performing duties of a Police Officer. In order to perform critical job duties, incumbent is required to be able to sit for long periods of time driving a vehicle; lift, carry, drag, pull, and push objects and persons weighing at least 160 pounds; stand for extended periods such as in guarding a crime scene; run for extended periods such as in foot pursuit of suspects; distinguish colors and observe and recognize people, vehicles, and environmental conditions during day and night; recall details concerning crimes, people and occurrences to write thorough, accurate reports; hear radio transmissions in noisy environments such as in a busy intersection; maintain composure and good judgment while under stress such as when facing threatening, emergency and tense situations.

SEE ATTACHED "ADDITIONAL INFORMATION" FOR MORE DETAILS

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Additional Information

SELECTION PROCESS: Each component listed below must be passed in order to continue to the next phase of the selection process. Candidates submitting complete applications will be invited to participate in the next testing cycle. The next testing cycle is based upon the needs of the department.

1. Physical Agility – Pass/Fail
2. Oral Interview
3. Background Investigation and Polygraph Examination*
4. Police Chief's Interview
5. Psychological and Medical Examinations (*upon conditional offer of employment*)

Candidates successfully completing all components of the selection process will be placed on an employment eligibility list from which hires may be made. The eligible list is valid for one year.

***IMPORTANT:** A comprehensive background investigation and polygraph will be conducted on any eligible persons considered for hire. Recent drug usage, theft or other illegal activity may be grounds for disqualification. A pre-employment medical, psychological evaluation **AND** a drug screen will be conducted upon a conditional offer of employment.

City of Tustin

Human Resources Department
300 Centennial Way, Tustin, CA 92780

ABOUT TUSTIN

TUSTIN is a beautiful residential community located near many of Southern California's residential, educational, and cultural attractions. From its incorporation in 1927, Tustin has developed from a small village with 511 residents to its present population of approximately 71,767 residents. By 2020, Tustin's population is expected to grow to approximately 94,754.

TUSTIN is governed by a 5-member nonpartisan City Council under the Council-Manager form of government. A dynamic, professional atmosphere prevails within the City. The City operates with a \$43 million general fund budget and is staffed by approximately 290 full-time employees. The City staff is customer-oriented and enjoys the fast pace that growth brings to the work environment.

RECRUITMENT INFORMATION

APPLICATION PROCESS: Original signed application and supplemental materials must be filled out completely, legibly, and received by 5:00 p.m. on the final filing date. **Postmarked, emailed, or faxed applications will not be accepted.**

EXAMINATIONS: Those applicants who appear to be among the best qualified will be selected to continue in the recruitment process. This process may include a written test, performance exam, oral board panel, or other testing assessment. Some positions require additional psychological, physical, and/or agility testing.

SELECTION: An eligibility list is established for each job classification and is normally valid for one year unless exhausted or canceled. Any candidate on the eligibility list may be selected to fill a vacancy for the same or similar position.

EQUAL OPPORTUNITY: The City of Tustin does not discriminate on the basis of race, color, religion, gender, sexual orientation, age, national origin, disability, marital status or political affiliation in its employment actions, decisions, policies, and/or practices.

APPOINTMENT: All employment offers are conditional based upon successfully passing a medical examination, which will include a drug & alcohol test, background investigation, and fingerprinting. Upon hire date, new employees must provide documentation which authorizes the legal right to work in the United States in compliance with the Immigration Reform and Control Act of 1986. All new employees are required to take a loyalty oath.

PROBATIONARY PERIOD: New Employees serve a probationary period of at least 12 months; Police Officers and Communications Officer 18 months. An employee may be rejected without cause or recourse during the probationary period.

EMERGENCY SERVICE: All City employees are required to perform assigned emergency service duties in the event of emergency or disaster.

ACCOMMODATION: If you require special accommodation, please contact Human Resources at 714-573-3040 at least 72 hours prior to the test date.

EMPLOYEE BENEFITS

FLEX BENEFIT PLAN: The City provides a specific dollar amount to each regular employee to use toward the purchase of individual or family health and dental plans, additional life insurance, deferred compensation, and other related benefits. Dependent care and medical reimbursement programs are available.

LIFE INSURANCE: All regular full-time employees receive life insurance in an amount that is at least equal to the nearest \$1,000 of their annual salary. The actual amount may be greater depending on the bargaining unit.

TUITION REIMBURSEMENT: Available to regular employees upon passing probation.

DEFERRED COMPENSATION: Employees may defer earnings, on a pre-tax basis, into a 457 deferred compensation program. This program is available to all employees who choose to participate; it is mandatory for part-time employees in lieu of Social Security.

RETIREMENT: Benefits are provided by the Public Employee's Retirement Systems (PERS). Each regular full-time employee becomes a member immediately upon hire. The City pays the employee's contribution to PERS (sworn employees may cost share after 07/05). General unit 2% @ 55; Safety unit 3% @ 50.

HOLIDAYS: 11 paid holidays.

GENERAL LEAVE: 160 to 248 general leave hours per year for vacation or sickness depending on classification and length of service.

LONG-TERM DISABILITY: Regular employees are required to participate in a long-term disability insurance program which will provide income for an employee who becomes disabled because of injury or accident.

MEDICARE: All newly hired employees contribute a portion of gross salary for Medicare coverage as determined by Federal regulations.

PART TIME: Certain designated part-time positions are eligible for benefits on a pro-rata share of hours worked (½ or ¾ share).

NOTE: The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice. Acceptance of an application does not necessarily mean qualification for the position.